

UNITED STATES CIVIL SERVICE COMMISSION

BUREAU OF RETIREMENT AND INSURANCE

WASHINGTON 25, D.C.

RS:REF:pal

YOUR REFERENCE

May 31, 1963

TO HEALTH BENEFITS, INSURANCE, AND RETIREMENT OFFICERS

SUBJECT: Revision of Standard Form 2812, Report of Withholdings and Contributions (used by payroll offices only)

Reply requested by July 1, 1963

Certain changes in the subject form are being considered which will make the present form obsolete and which should be destroyed when the revised forms are received.

Present planning contemplates that the form will be distributed to all agencies about the first week in September of this year. We want to make certain that the bulk shipment of this form as well as a sufficient quantity will reach the proper points in your agency for internal distribution. Please let us know the following:

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1. Address to which forms are to be shipped.

Health Benefits Officer, Central Intelligence Agency
Washington 25, D. C.

2. Quantity to be shipped.

600

The quantity ordered should cover your requirements for six (6) months.

You may furnish us the above information by telephone (Mr. Donald Parrish, Code 129, Ext. 3236) or by indicating it on a copy of this letter and return to:

Bureau of Retirement and Insurance
U. S. Civil Service Commission
Room 111, Pension Building
Washington 25, D. C.

Harold E. Hunsaker

Harold E. Hunsaker
Chief, Systems and
Audits Office